



SITE PLAN CONTROL INFORMATION SHEET FOR APPLICANT

The submission of an application to the Municipality for Site Plan Control Approval is provided for in the Ontario Planning Act. As such, this form must be completed and accompanied with the required fee prior to consideration by Council. The purpose of this information sheet is to assist persons in completing the application. Should you require clarification on any matter covered by this application form, please contact the municipal office.

COMPLETION OF APPLICATION

Every application must be completed **in full**. All applicable information requested on the application form must be provided before the application will be considered by staff and/or Council.

APPLICATION FEE

The application fee of **\$600.00** is to be paid at the time of application by cheque payable to The Township of Whitewater Region.

PLAN REQUIRED

Every application must be accompanied by an accurate sketch including all the information requested in Appendix 1.

AUTHORIZATION

If the applicant is not the owner of the subject land, a written statement by the owner, which authorizes the applicant to act on behalf of the owner, as it relates to the subject application, must accompany the application (Section B).

AFFIDAVIT

The contents of the application and appendices must be validated by the application in the form of an affidavit (Section C) to the application. The affidavit must be signed in the presence of a Commissioner of Oaths.

Please be advised that the Planning Act provides for appeal procedures in respect of Site Plan Control.

**PROCEDURES FOR PROCESSING
OF A SITE PLAN CONTROL APPLICATION**
The Planning Act, R.S.O. 1990, Section 41

- Step 1:** The applicant pre-consults with the municipal staff to determine application requirements and related issues and concerns. This pre-consultation may require involvement of other municipal departments and local agencies.
- Step 2:** The municipality receives the complete application and required fee. Municipal staff will determine if the application is deemed complete.
- Step 3:** The application will be circulated to municipal departments (municipal solicitor and engineer) and local agencies for comments. A redlined copy and comments are provided to the applicant and they are asked to make any amendments to the site plan.
- Step 4:** A draft Site Plan Agreement is prepared by the solicitor for the developer in consultation with the municipal Planner from the County of Renfrew and the municipal solicitor. The agreement is then forwarded to Council for adoption. The securities, if required, are received by the municipality.
- Step 5:** The agreement is executed by both parties and forwarded to the municipal solicitor for registration in the Land Registry Office for registration on title. The cost of registration is the responsibility of the applicant. A building permit can be issued once proof of registration of the agreement is provided to the municipality.
- Step 6:** Upon completion of site works, municipal staff will confirm compliance with the approved site plan and make recommendations for return of securities. Where certain site conditions have been designed by an engineer, that professional will be required to verify in writing the compliance of those conditions with the approved site.

NOTES: An appeal to the Ontario Municipal board may be made if the municipality fails to approve the plans within 30 days of submission of the complete application or if the applicant/owner is dissatisfied with the conditions imposed by the municipality.

All costs of the site plan process (including the hiring of professional staff to review the application) are to be borne by the developer. Additional fees beyond the application fee may be required.

TIMEFRAME:

The pre-consultation process (Step 1) varies depending upon the complexity of the application. The process from receipt of the complete application to registration of the agreement takes approximately four to six (4 to 6) weeks. Unforeseen issues that arise may delay the process.

SITE PLAN CONTROL APPLICATION

SECTION A <i>(To be completed by the Applicant. Please PRINT OR TYPE.)</i>	
Project Title:	
Property Owner:	Telephone No.:
Address:	Postal Code:
Applicant:	Telephone No.:
Address:	Postal Code:
Site Location (Street Address):	
Legal Description: Lot No(s):	Plan/Concession No(s):
Part No(s):	Reference Plan No(s):
Type of Development: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed Residential/Commercial <div style="text-align: center;"><input type="checkbox"/> Industrial <input type="checkbox"/> Institutional</div>	
If residential, is use to be a condominium? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Present Zoning of Site:	
Total Area of Site:	Total Area of Building(s):
Total Ground Floor Area of Building(s):	% of Site Covered by Building(s):
No. of Storeys:	Height:
No. of Residential Units:	Density: (#of Units per ha):
No. of Dwelling Units by Type: Bachelor: _____ 2 Bedroom: _____ 4 Bedroom: _____ <div style="text-align: center;">1 Bedroom: _____ 3 Bedroom: _____ 5 Bedroom: _____</div>	
Type of Use by Storey: 1. _____ 4. _____ <div style="text-align: center;">2. _____ 5. _____ 3. _____</div>	
No. of Parking Spaces:	No. of Loading Spaces:
Landscaped Area: (%)	Paved Area: (%)
Method of Snow Removal:	
Method of Garbage Storage:	
Method of Garbage Removal:	
Other Special Facilities Provided:	

SECTION B – AUTHORIZATION OF OWNER FOR AGENT TO MAKE APPLICATION

I (we) _____ of the _____ of _____
in the _____ of _____ do hereby authorize
_____ to act my (our) agent in this application.

Signature of Owner(s)

Date

SECTION C – AFFIDAVIT *(This must be signed in the presence of a Commissioner)*

This is to certify that this application for site plan approval, filed on behalf of _____ (Owner), provides all of the information required by the municipality, and is in conformity with the provisions of the Zoning By-law. It is understood that in the event that any further information is required by the municipality for consideration of the application, and where I/we are so advised by the municipality, the approval process shall be suspended until such required information is provided.

Signature of Owner or Authorized Agent

Date

Signature of Commissioner

Date

SECTION D *(To be completed by Planning Office)*

Application Complete and accepted on: _____ By: _____

Application Incomplete – applicant advised on: _____ By: _____

Fee Of \$ _____ Received on : _____ By: _____

APPENDIX 1

PLAN REQUIREMENTS – DEVELOPMENT APPLICATIONS

For All Applications:

- 1) The applicant must provide three (3) copies of the site plan. If the plans are large, one (1) reduced copy (11" x 17") must also be provided.
- 2) Site Plan drawings must be legible and may be combined in one plan or submitted as separate site plan (i.e. site plan, site grading and servicing plan, landscape plan).
- 3) Please ensure that your application drawing includes the following (additional drawing requirements for site plan control are listed on the following page).

File Name:
Roll Number:

SITE PLAN CHECKLIST

A Site Plan must include the following items where applicable:

Yes	No	N/A	General
			Plan title
			North arrow
			Key plan (with north arrow, scale 1:10,000)
			Scale (1:2000, metric)
			Street names
			Lot and concession numbers
			Lot lines with dimensions and bearings (from a surveyor legal description of property)
			Existing and finished ground levels or elevations
Yes	No	N/A	Numeric Areas
			Lot area
			Percentage lot coverage of buildings
			Area of non-pervious materials (concrete, asphalt, etc.)
			Gross floor area proposed and permitted in zoning by-law
			Landscaped areas proposed and required in zoning by-law
Yes	No	N/A	Buildings
			Dimensions and overall size of existing and proposed buildings or expansions
			Finished floor elevations
			Minimum distance between building(s) and nearest lot line(s) (setbacks)
			Floor plan showing minimum sizes of rooms
			Location of roof-top mechanical units and their screening
Yes	No	N/A	Traffic
			Abutting streets and alleys (including right(s)-of-way)
			Abutting sidewalks
			Parking areas (numbered spaces, handicapped spaces, size, aisle widths)
			Loading areas (including dimensions)
			Vehicular entrances/exits (including dimensions)
			Distance from parking areas to buildings and lotlines
			Location of walkways, stairs, and sidewalks
			Location and elevation of building entrances
			Existing and proposed curbs (including heights)
Yes	No	N/A	Utilities
			Existing and proposed poles or transformers
			Existing and proposed catch basins, manholes and culverts
			Existing or proposed storm water swales, ponds or ditches (location, size and elevation)
			Proposed drainage system
			Existing and proposed lighting and predominant direction
Yes	No	N/A	Landscaping/Buffering
			Existing trees, shrubs, hedges with notes on features to be moved, removed or added
			Existing grade elevations of natural vegetation to be conserved
			Existing and proposed fences or walls (including heights)
			Identification of natural features (water courses, ravine, etc)
Yes	No	N/A	Other
			Existing or proposed easements and rights-of-way
			Waste storage areas (location and dimension)
			Signage – Locations, dimensions and heights of signs
			Existing uses of adjacent lots and building setbacks
			Location, grade and turning radii for Fire and Emergency Service access routes
			Overhead Canopies (location, dimensions and height)

Approval Status: Approved Returned for Resubmission
Comments:

DATE: _____

File Name:
Roll Number:

**SITE PLAN APPROVAL
Studies and Approvals Checklist**

STUDIES

Studies marked below as "Required" need to be completed before the site plan is approved.

Required	N/A	
		Traffic Impact Study
		Storm Water Management Plan
		Environmental Assessment / Impact Study
		Utility Capacity Study (water, sewer, hydro, etc.)
		Noise/Vibration Impact Analysis
		Hydrogeological Study
		Erosion and Sedimentation Control Studies
		Archaeological Study
		Shadow Casting Analysis

APPROVALS

Approvals from agencies listed may be required. It is the responsibility of the Owner to determine and acquire any approvals that may be necessary.

- Ministry of the Environment
- Ministry of Transportation
- Ministry of Natural Resources
- Utility Service Providers (hydro, water, etc)
- Conservation Authorities
- Public Works Department
- Parks and Recreation Department
- Canadian National Railway
- Fisheries and Oceans
- County of Renfrew
- Canada Post
- School Boards

Date: _____

Comments: